



**CITY OF PACIFICA**  
**TREE PERMIT APPLICATION INSTRUCTIONS**  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 1800 Francisco Blvd. Pacifica, CA 94044  
 650-738-7341 (phone) | 650-359-5807 (fax)  
[treepermit@pacificagov](mailto:treepermit@pacificagov)

**When is a Tree Permit Required?**

A tree permit is required to prune, remove, or encroach upon a Protected or Heritage tree. Tree encroachment occurs when a project is proposed within 50 feet of a Protected or Heritage tree.

**How to Submit a Tree Permit**

A tree permit can be submitted in either of the following situations:

	Standalone Tree Permit	Tree Permit connected to Building Permit
<b>Action on Tree</b>	Pruning or removing a tree on private property.	Encroaching upon or removing a tree in conjunction with a building permit when the City Arborist has required you obtain a permit for one of the above.
<b>Application</b>	A apply for a permit through the City’s permitting web portal ( <a href="#">Digital Permit Suite - Login</a> ) and submit a complete tree permit application along with required materials.	Include complete tree permit application as a part of your building permit application materials. All materials can be submitted through the City’s permitting web portal ( <a href="#">Digital Permit Suite - Login</a> ).
<b>Fees</b>	A \$250 permit fee is charged upon submittal. Payment is accepted via card or check. <ul style="list-style-type: none"> <li>• <b>Card:</b> All card payments are subject to an additional 3% fee.</li> <li>• <b>Check:</b> Please make the check out to the City of Pacifica and reference the project address</li> </ul>	Arborist review time fees will be added to your total Building Permit fees.
<b>Items Needed</b>	A permit application will be considered complete only if it has the following items: <ol style="list-style-type: none"> <li>1. Tree Permit Application Form (<b><u>with all signatures</u></b>)</li> <li>2. Arborist report</li> <li>3. Site plan showing dimensions that indicate the precise location of the trees.</li> <li>4. ISA basic tree risk assessment form for removal of a protected tree(s).</li> </ol>	A permit application will be considered complete only if it has the following items: <ol style="list-style-type: none"> <li>1. Tree Permit Application Form (<b><u>with all signatures</u></b>)</li> <li>2. Site plan showing dimensions that indicate the precise location of the trees).</li> </ol> <p>Additional materials may be requested on a case-by-case basis</p>
<b>Timeline</b>	Review times take 14 days for each submittal. Upon a decision from the Arborist, Tree Permits undergo a 10-day public noticing period. Applicants will be notified of permit status at the conclusion of the public noticing period via email and US Mail.	Review times follow the building review schedule. Upon a decision from the Arborist, Tree Permits undergo a 10-day public noticing period. Applicants will be notified of permit status at the conclusion of the public noticing period via email and US Mail.

**How Many Trees can be on one Permit?**

For pruning and removals, only trees that are within a 50-foot radius of each other can be covered under one permit.

**Where can I get More Information?**

Please visit the Tree Ordinance webpage, at <https://www.cityofpacificagov/departments/public-works/field-services/trees/tree-ordinances-permits>